

STATE LICENSING BOARD FOR RESIDENTIAL AND GENERAL
CONTRACTORS
Board Meeting
July 20, 2005

OPEN SESSION

A meeting of the State Licensing Board for Residential and General Contractors (the Board) was held on Wednesday, July 20, 2005, at the Professional Licensing Boards Testing Facility, 237 Coliseum Drive, Macon, Georgia.

The following Board members were present:	Others Present:
Allen Richardson, Chair Roger Huggins, Vice Chair Timothy Ansley Bob Barnard Dan Cash David Cyr Melissa Henderson Mark Herbert Hoppy Hopkins Guy Middleton Morgan Wheeler	Kyle Floyd, Executive Director Mollie Fleeman, Division Director Tanja Battle, Deputy Division Director Debra Helms, Administrative Clerk Reagan Dean, Board Attorney Femi Ajayi, Testing & Exams Jackie Turner, Enforcement Mark Woodall, AGC Bettie Sleeth, HBAG Tyler Newman, HBAG Mike George, Houston Home Journal

Kyle Floyd, Executive Director, noted that a quorum was present and suggested that a majority of Board members recommend calling the meeting to order, per O.C.G.A. § 43-41-4(c). Following majority recommendation, a motion to start the meeting was made by Roger Huggins and seconded by Morgan Wheeler. The meeting was called to order at 9:10 a.m.

Kyle Floyd introduced Mollie Fleeman, Division Director, and Reagan Dean, Assistant Attorney General to the Board.

The Board members introduced themselves.

David Cyr made a motion to table election of officers until later in the meeting and the motion was seconded by Mark Herbert and the Board voted unanimously to table the election.

Kyle Floyd briefly discussed other professional licensing boards and their functions.

Mollie Fleeman discussed the role of board members, compared to board staffs' role as support. She explained how this Board must follow the law in developing rules that set the licensing requirements for new licensure issuance and subsequent renewal. She touched on the time frame involved in having the rules approved and the exam ready prior to the licensure requirement date of July 1, 2007.

Kyle Floyd introduced Reagan Dean, who discussed his role as legal advisor to this Board and other boards. Mr. Dean focused on applications and how to develop them, how complaints are handled for investigations and sanctioning that might ensue, the Code of Ethics, open meetings, and the Open Records Act.

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Mollie Fleeman reviewed the administrative procedures involved in licensing, discussing open record requests, the budget, legislation, and rule making. The following are specifics that were covered:

- Ms. Fleeman discussed how Board staff and Board members might handle reporters and/or applicant questions and explained that there is no official Board position on any issue until after a Board vote is taken.
- Ms. Fleeman emphasized the Code of Ethics as well as complying with the open meeting laws, explaining the differences between executive session and open sessions.
- In response to a question concerning recusal, Mr. Dean and Ms. Fleeman explained that recusal is determined on a case by case basis.
- Ms. Fleeman explained that open records requests are handled in house and those received by Board members should immediately be sent to Board staff in order to timely respond.
- Ms. Fleeman explained the budget process and that fees are set by the Board to offset direct and indirect costs.
- The application process, specifically electronic versus hardcopy in-take, was discussed.
- Ms. Fleeman discussed rule making, touching on the time table involved in promulgating and adopting rules.

Mollie Fleeman explained the accounting package to the Board, explaining member use of the short form for per diem and mileage and the forms that need to be completed and returned to Board staff.

Kyle Floyd introduced Femi Ajayi, Director of Testing & Examinations, who reviewed the exam and testing procedures, explaining to the Board their role in these procedures.

Kyle Floyd introduced Jackie Turner, Director of Enforcement, who reviewed the procedures for conducting investigations and explained that the Board sets the rules for referral of complaints and that a report of concluded investigations is given to the Board at meetings.

Officers for both Divisions and the full Board were nominated and unanimously approved by the Board and Divisions as follows:

- Residential Division Chair – Allen Richardson was nominated by Mark Herbert and seconded by Melissa Henderson.
- Residential Division Vice Chair – Bob Barnard was nominated by Mark Herbert and seconded by Melissa Henderson.
- General Contractors Division Chair – Roger Huggins was nominated by Timothy Ansley and seconded by David Cyr.
- General Contractors Division Vice Chair – Hoppy Hopkins was nominated by Timothy Ansley and seconded by David Cyr.
- Full Board Chair – Allen Richardson was nominated by Bob Barnard and seconded by Mark Herbert.
- Full Board Vice Chair – Roger Huggins was nominated by Bob Barnard and seconded by Mark Herbert.

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Dates were discussed and the following meetings were scheduled:

- August 2, 2005 – 9:00 a.m. – Residential Division
- August 3, 2005 – 9:00 a.m. – General Contractors Division
- August 10, 2005 – 9:00 a.m. – Full Board
- August 17, 2005 – 9:00 a.m. – Full Board
- August 24, 2005 – 9:00 a.m. – Full Board
- August 31, 2005 – 9:00 a.m. – Full Board

A Board seal was presented and a motion to accept the seal was made by Bob Barnard and seconded by Mark Herbert. A vote was taken and it was unanimous for approval of the seal as that of the Board.

There being no further business to come before the Board, the meeting was adjourned by Chair Richardson at 1:30 p.m.

Minutes recorded by:

Debra Helms, Administrative Clerk

Minutes reviewed and edited by:

Kyle Floyd, Executive Director